

# **Periodic Health Assessment User Guide Helpdesk Standard Operating Procedures**

EpiData Center Department

February 2017



**NAVY AND MARINE CORPS PUBLIC HEALTH CENTER**  
PREVENTION AND PROTECTION START HERE

<b>Roles and Responsibilities</b>	<b>1</b>
<b>PHA Users</b>	<b>1</b>
<b>Record Reviewer</b>	<b>1</b>
<b>MHA Provider</b>	<b>1</b>
<b>HCP Access</b>	<b>1</b>
<b>Low Bandwidth</b>	<b>2</b>
<b>Logging On</b>	<b>3</b>
<b>First time logon</b>	<b>3</b>
<b>Logon to existing account</b>	<b>4</b>
<b>Username</b>	<b>5</b>
<b>Unlock Account</b>	<b>5</b>
<b>Reset Password</b>	<b>5</b>
<b>Resetting Security Question</b>	<b>7</b>
<b>Updating Name</b>	<b>9</b>
<b>Disassociate CAC</b>	<b>10</b>
<b>PHA User Guide</b>	<b>12</b>
<b>Start a New Assessment</b>	<b>12</b>
<b>Timer</b>	<b>16</b>
<b>Next Steps</b>	<b>16</b>
<b>Accessing Previous Assessments</b>	<b>16</b>
<b>Editing Previous Assessment</b>	<b>17</b>
<b>Printing Assessment</b>	<b>19</b>
<b>Certification Progress</b>	<b>21</b>
<b>Requesting Access as a Record Reviewer, MHA Provider, or HCP</b>	<b>21</b>
<b>Record Reviewer Guide</b>	<b>22</b>
<b>Choosing Role</b>	<b>22</b>



<b>Finding a Service Member</b>	<b>23</b>
<b>Record Review</b>	<b>25</b>
<b>MHA Provider Guide</b>	<b>28</b>
<b>Choosing Role</b>	<b>28</b>
<b>Finding a Service Member</b>	<b>28</b>
<b>Certify Assessment</b>	<b>30</b>
<b>Health Care Provider (HCP) Guide</b>	<b>33</b>
<b>Choosing Role</b>	<b>33</b>
<b>Finding a Service Member</b>	<b>34</b>
<b>Certify Assessment</b>	<b>35</b>
<b>PHA Help Desk</b>	<b>38</b>



## Roles and Responsibilities

### PHA Users

The PHA is open to any Navy, Marine Corps, or Coast Guard member and can be accessed by their DOD ID and password or CAC, once registered. Users will be able to see any PHA they have created, both certified and uncertified, as well as a Certification Metrics that shows the progress of certification on the User homepage. All PHA roles will be associated with the User account.

### Record Reviewer

The role of Record Reviewer is used in order to review a Service Member's medical records prior to certification by a Health Care Provider. This may be completed before a Service member's appointment and does not require face-to-face interaction. Record Reviewers will enter the Service member's most recent PHA and/or medical documentation as a preliminary review. Based on this preliminary review of the Service member's record, the Record Reviewer marks Provider Referrals and missing documentation which may be needed for completion of the PHA.

### MHA Provider

Mental Health Assessment (MHA) Providers review all members' mental health in conjunction with their recent deployment history and medical history. After reviewing the MHA with the Service member, the MHA Provider will create referrals as well as set the recommended timeliness of the referral.

Because of the sensitive information in the assessment, MHA providers must be a Physician, Nurse Practitioner, Physician Assistant, Advanced Practice Nurse, Independent Duty Corpsman, Independent Duty Health Services Technician, Independent Duty Medical Technician, Special Forces Medical Sergeant, Clinical Psychologist, or Licensed Clinical Social Worker only. All MHA Providers must complete their MHA Training or equivalent PHA Training before they are granted the access to the role.

### HCP Access

All surveys must be certified by both the Record Reviewer and the MHA Provider before they are populated in the Health Care Provider (HCP) Dashboard. The HCP reviews the notes and



referrals recommended by the Record Reviewer and MHA Provider. Based on the HCP's review of the assessment with the Service member, the HCP will determine Individual Medical Readiness Disposition.

Because of the sensitive information in the assessment, HCPs must be a Physician, Nurse Practitioner, Physician Assistant, Advanced Practice Nurse, Independent Duty Corpsman, Independent Duty Health Services Technician, Independent Duty Medical Technician, or Special Forces Medical Sergeant. All HCPs must complete their MHA Training or equivalent PHA Training before they are granted access to the role.

## Low Bandwidth

To access PHA with low bandwidth, click "Switch to Limited Bandwidth" on the PHA logon page.

PHA [Switch to Limited Bandwidth](#) FOR OFFICIAL USE ONLY

**PHA**  
PERIODIC HEALTH ASSESSMENT

CAC Login

Username:

Password:

Switch To

FOR OFFICIAL USE ONLY





## Logging On

### First time logon

Click “Register New Account.”

PHA Switch to Limited Bandwidth FOR OFFICIAL USE ONLY

CAC Login

Username: Enter Username

Password: Enter Password

Forgot Password Register New Account

Switch To EDHA

FOR OFFICIAL USE ONLY

Enter DOD ID (found on the back of CAC) as Username. All passwords must be 15 characters and include two uppercase, two lowercase, two numbers, and two special characters (!, @, #, \$, etc.). Spaces are not allowed in passwords. The CAPTCHA is not case sensitive and there are no spaces in between the characters.


All fields are required to register a new account. Once all fields are completed, click “Register.”

The CAC currently in the system will be registered with the account created. Do not attempt to create an account with another member’s CAC in the system.



## Logon to existing account

- CAC Logon – If the PHA User has already registered for an account, click “CAC Login”



The screenshot shows a login interface with a blue header bar containing the text "CAC Login". Below the header, there are two input fields: "Username:" with a placeholder "Enter Username" and "Password:" with a placeholder "Enter Password". To the right of these fields is a blue button labeled "Login". Below the password field are two dark grey buttons: "Forgot Password" and "Register New Account". A red oval highlights the "CAC Login" button at the top.

- Username and Password login – If the PHA User has already registered for an account enter the DOD ID in the Username field and the password associated with the account. Then click “Login.”

Once the initial login is complete, the user will be prompted to enter their response for the secret question used during account registration.



The screenshot shows the same login interface as above. A red oval highlights the "Login" button. Red arrows point to the "Username:" and "Password:" input fields, indicating where the user should enter their credentials.



## **Username**

The DOD ID will always be the Username for any role in PHA. Once logged on, the user will be able to toggle through all roles to which they currently have access.

If a user does not currently have access to a role, follow the guidance in [Requesting Access as a Record Reviewer, MHA Provider, or HCP.](#)

## **Unlock Account**

On PHA, users can unlock their own account by clicking “Forgot Password.”

A screenshot of the CAC Login interface. At the top is a blue header bar with the text "CAC Login". Below this are two input fields: "Username:" with a placeholder "Enter Username" and "Password:" with a placeholder "Enter Password". To the right of these fields is a blue "Login" button. Below the input fields are two buttons: "Forgot Password" and "Register New Account". The "Forgot Password" button is highlighted with a red oval.

If an account has been Admin Locked, please call or email the [PHA Help Desk.](#)

In order to unlock the account, the user will answer a series of prompts including the secret question set by the user. Successful completion will allow a user to reset their password and access the system.

## **Reset Password**

Passwords can only be reset once in a 24 hour period.

Users that have forgotten their password and cannot login with their CAC can click “Forgot Password” on the homepage.



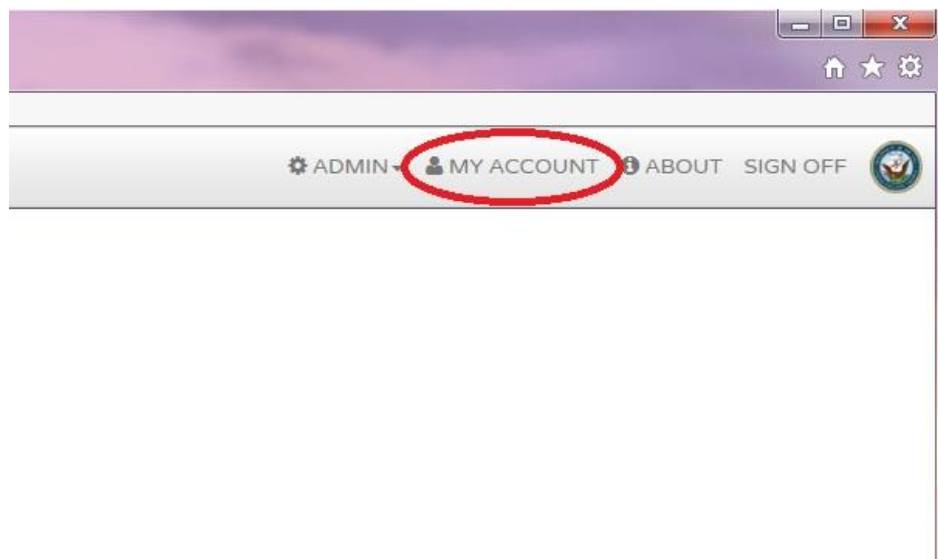




The image shows a web form titled "CAC Login". It features a blue header bar with the title. Below the header, there are two input fields: "Username:" with a placeholder "Enter Username" and "Password:" with a placeholder "Enter Password". To the right of these fields is a blue "Login" button. Below the password field, there are two buttons: "Forgot Password" (circled in red) and "Register New Account".

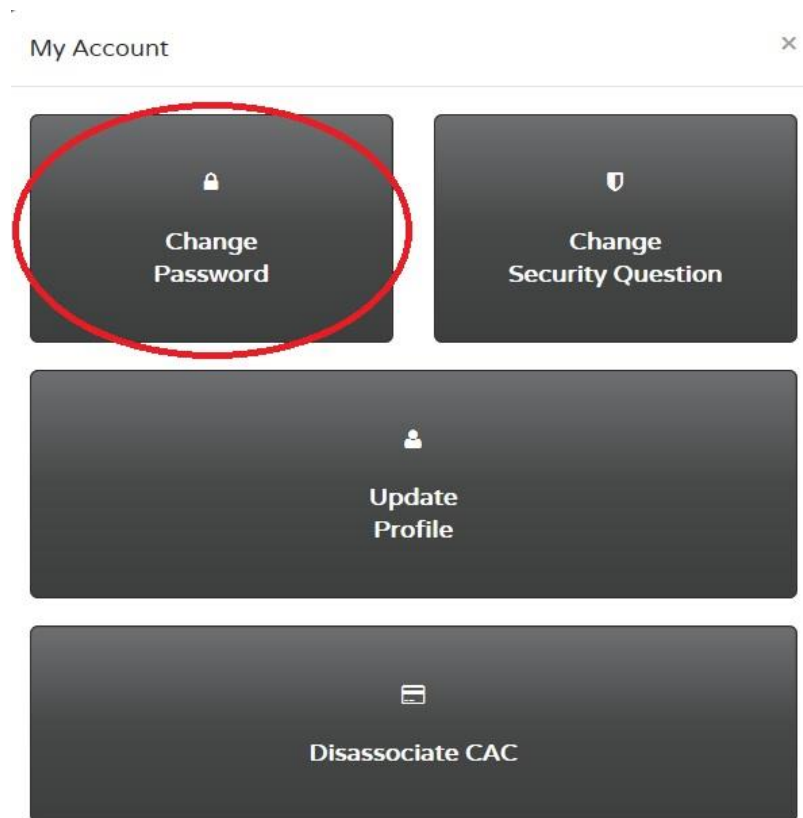
When the User clicks “Forgot Password,” the site will prompt an answer their security question and confirm their first and last name before directing the user to reset the password. All passwords must be 15 characters long and contain two numbers, two uppercase alpha characters, two lowercase alpha characters, two non-alpha characters (!,@,#,\$, etc.). Spaces are not allowed in passwords.

Passwords can also be reset once logged onto PHA. Click “MY ACCOUNT” on the top toolbar.



Click “Change Password.”





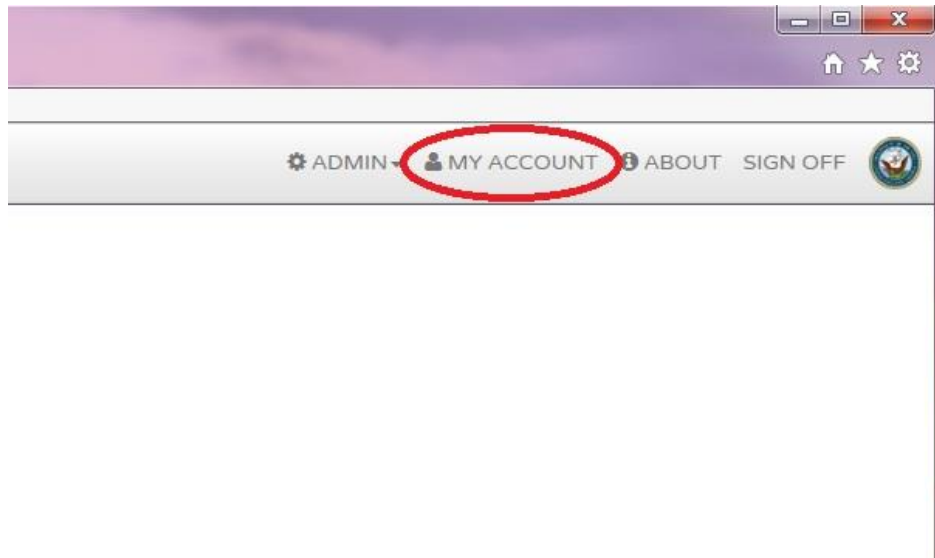
Enter new password and confirm the password. Then click “Enter.” All passwords must be 15 characters long and contain two numbers, two uppercase alpha characters, two lowercase alpha characters, two non-alpha characters (!,@,#,\$, etc.). Spaces are not allowed in passwords.

Any further problems with passwords should be directed to the [PHA Help Desk](#).

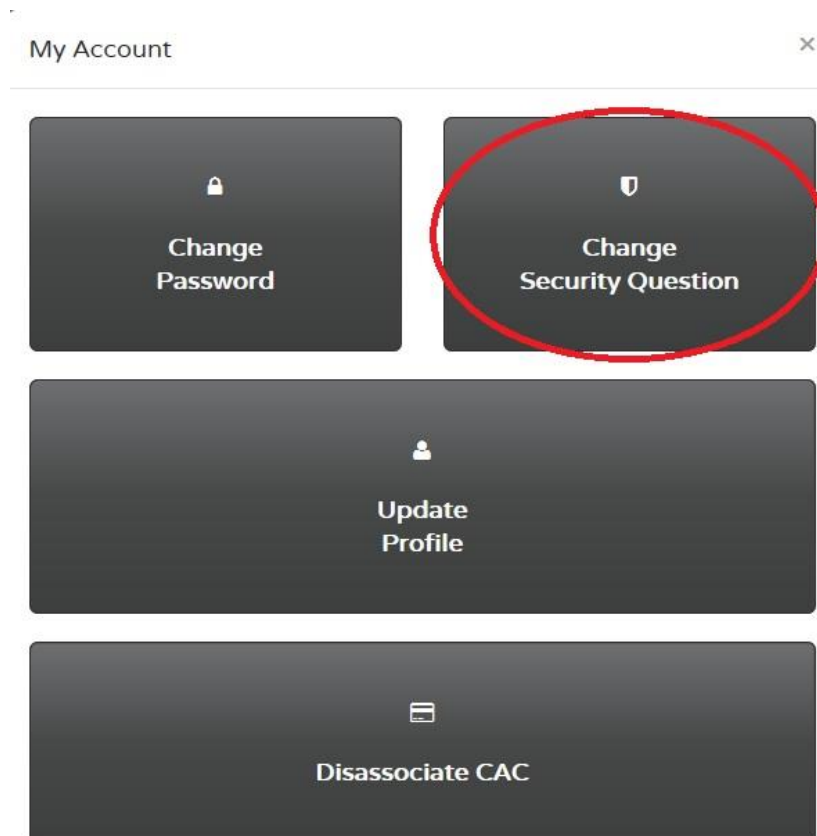
### Resetting Security Question

Any User can update their Security Question by clicking “MY ACCOUNT” on the top bar.





Click “Change Security Question.”

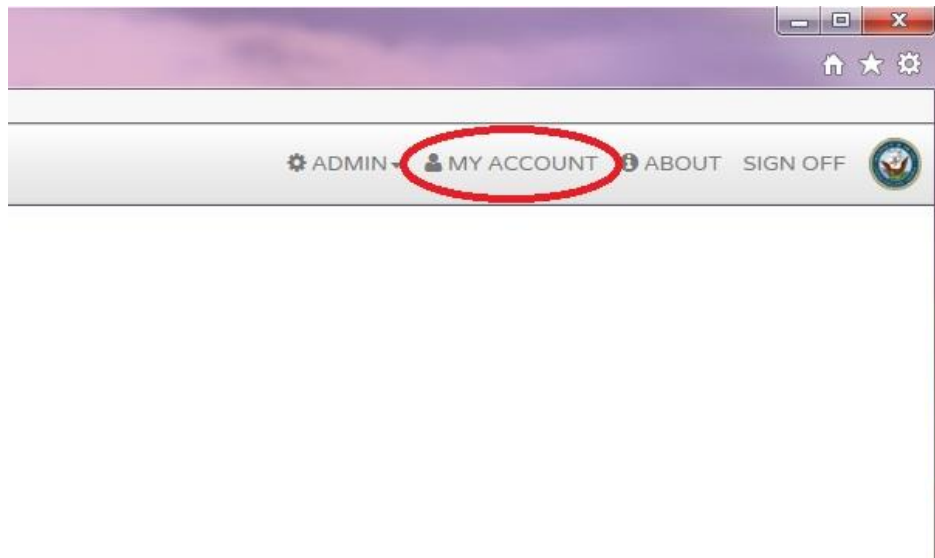


The user will have the option to pick which Security Question to answer. They will fill in the “Security Response” and “Confirm Security Response” fields and click “Update.”

Only the user can update their own profile information. Any further requests for resetting Security Question must be sent to the [PHA Help Desk](#).

## Updating Name

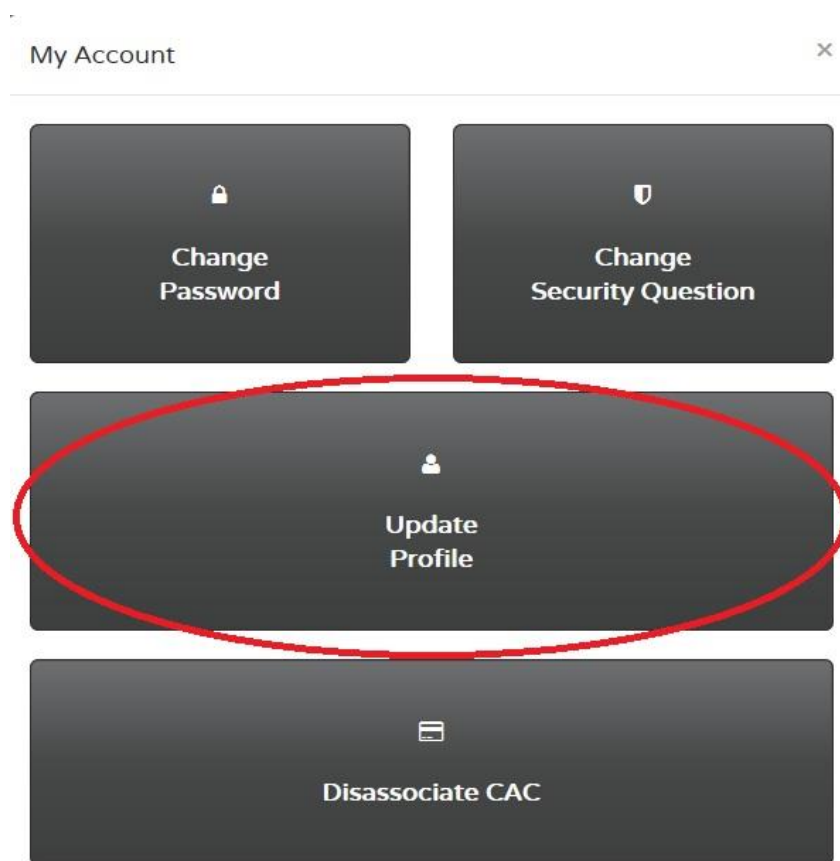
To update your name within PHA, click “My Account” on the top toolbar.



Then click “Update Profile.”







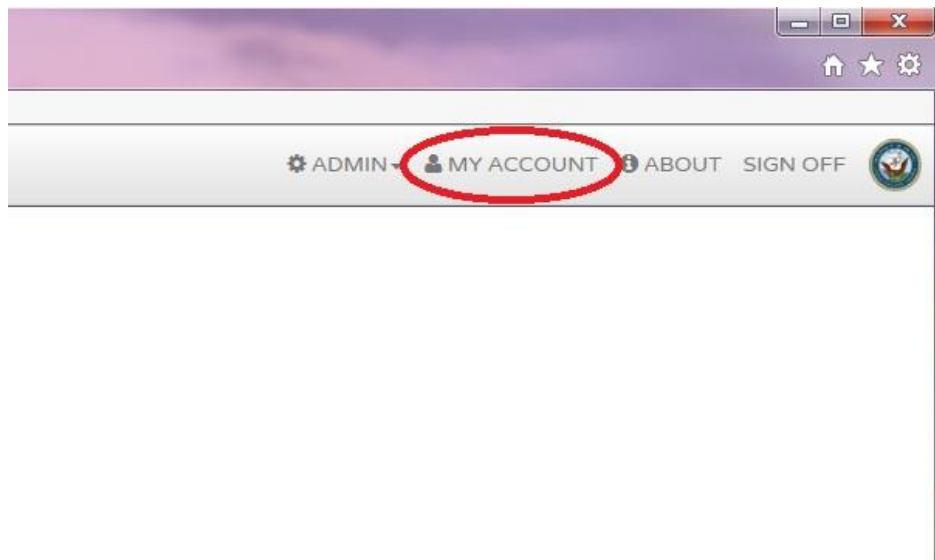
In the fields, “First Name,” “Middle Name,” and “Last Name,” update the required fields and click “Update.”

Only the user can update their own profile information. Any further requests for name update must be sent to the [PHA Help Desk](#).

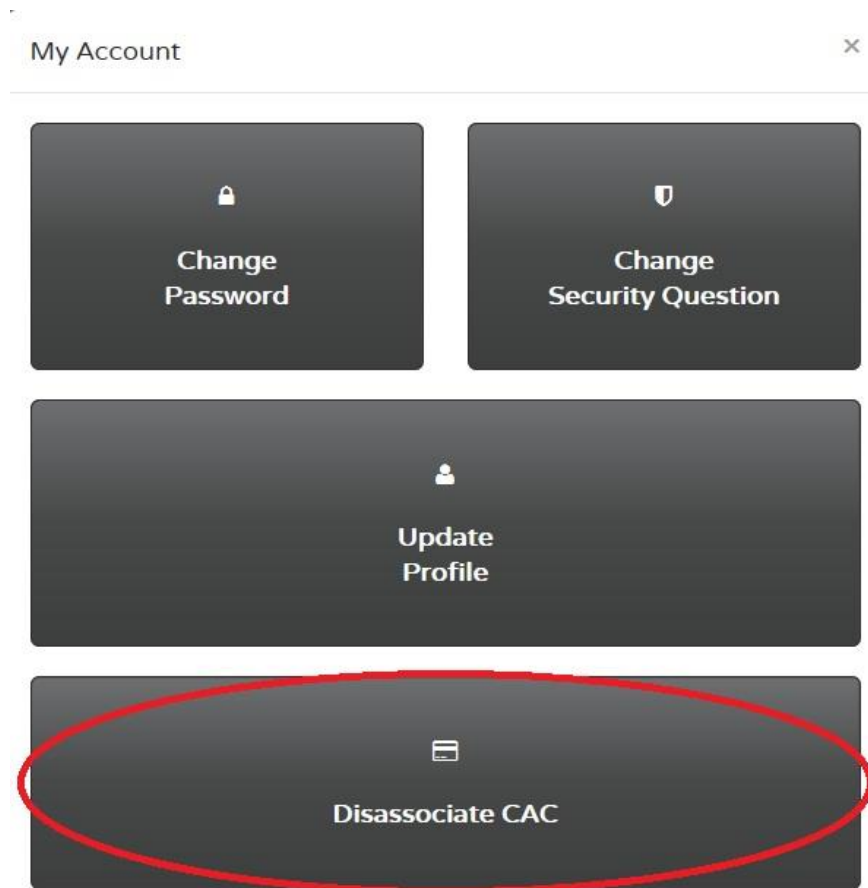
### Disassociate CAC

If a CAC is associated with an account that is not the Service member, click “My Account” on the top toolbar.

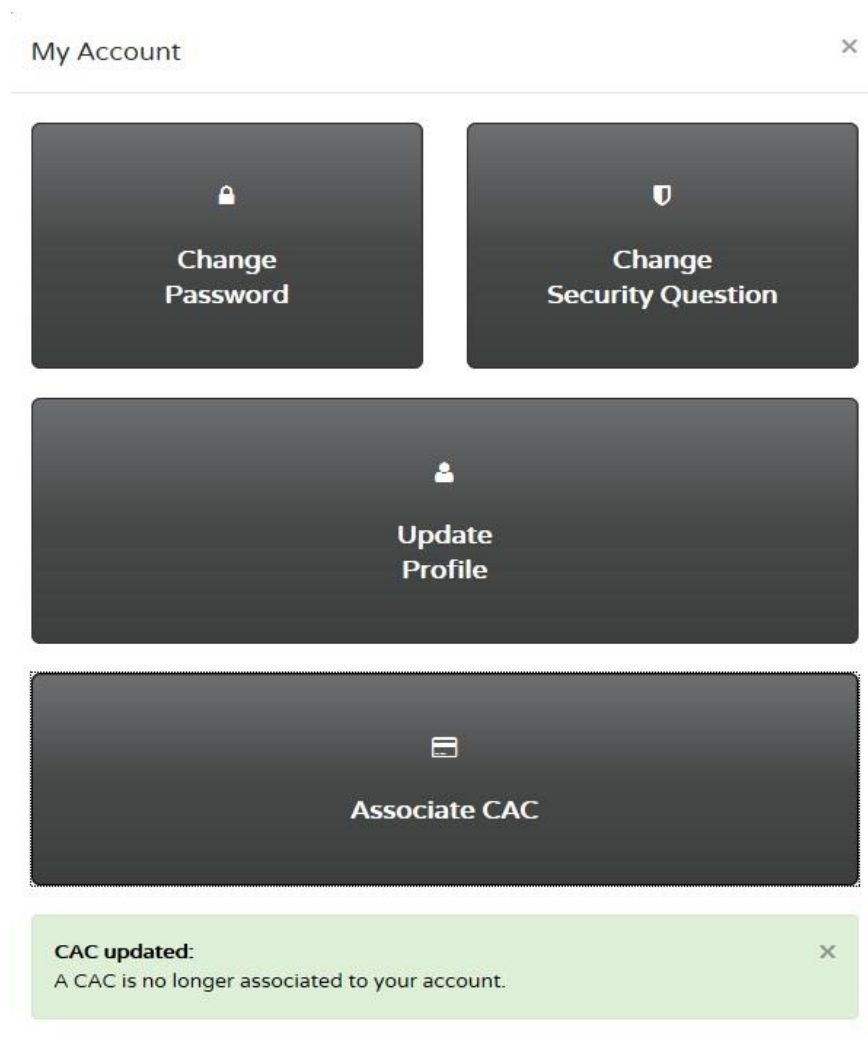




Then click “Dissociate CAC.”



A message will display that says the CAC has been disassociated.

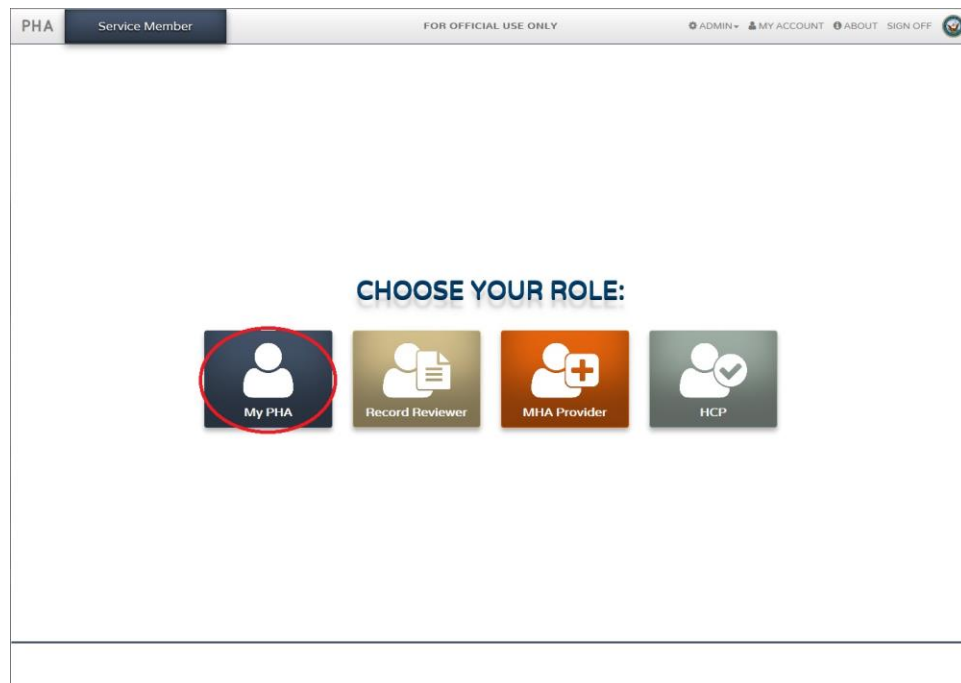


## PHA User Guide

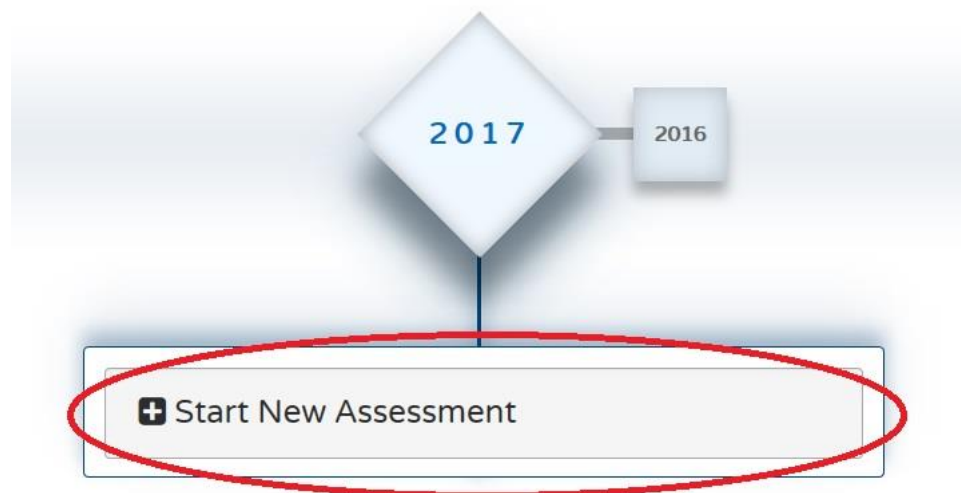
### Start a New Assessment

Once logged if you have additional access, click “My PHA” on the user homepage.





Click “Start New Assessment” under the current year on the My PHA homepage.

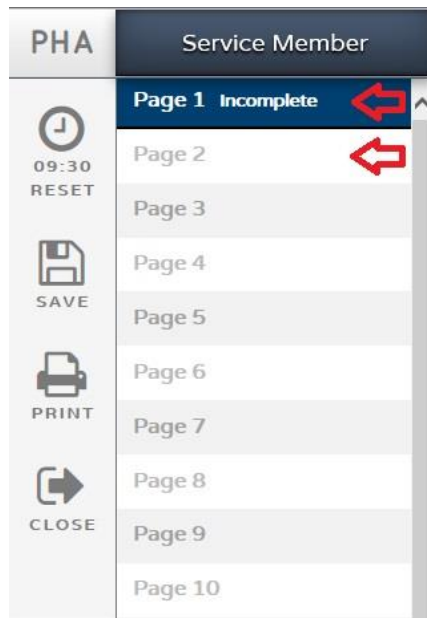


A “Notice” window with the Privacy Act Statement will pop up. Click “Acknowledge” after reading the statement. A “Welcome” window will pop up. After you reading the contents, click “Let’s Get Started”.





All questions are required to complete the assessment. When a page is completely filled out, the “Incomplete” next to the page number will disappear.



Use the arrows at the bottom of the page or click the page number on the left hand navigation pane to navigate through the assessment.

A screenshot of the PHA Service Member interface showing the assessment form. The top bar includes 'PHA', 'Service Member', and 'FOR OFFICIAL USE ONLY'. The left sidebar shows a list of pages from Page 1 to Page 22. The main area displays the assessment form for SMI 1 through SMI 7. SMI 1: Last Name (Required). SMI 2: First Name (Required). SMI 3: Middle Name (Required). SMI 4: Today's Date (29/Sep/2016). SMI 5: Date of Birth (15/Feb/1918). SMI 6: Confirm that your age is 99 (Required). SMI 7: Gender (Male). Navigation arrows are visible at the bottom of the form.

The assessment cannot be submitted while there is an “Incomplete” page. The assessment can be saved and closed at any time.

PHA Service Member

Page 1 Incomplete

Page 2

Page 3

Page 4

Page 5

Page 6

Page 7

Page 8

Page 9

Page 10

09:30  
RESET

SAVE

PRINT

CLOSE

After you have completely filled in your assessment, click “Go to Review.”

If the assessment is incomplete, a pop up window will state “Review Unavailable.” When the assessment is completely filled out, a pop-up window will state “Proceed to Review?” Click “OK” to begin the assessment certification process by going to the review page.

The user will be directed to a review page of the assessment. At the top of the page, at the top of the page the options available are “Bottom”, “Print” and “Close.”

After reviewing the assessment the user can submit the PHA by clicking the green button at the bottom of the page that says “Sign and Finish.”

A window will pop up that has the user confirm completion of the assessment. To confirm, click “Finish.”

The user will be directed to an “Education Report.” At the bottom of the Education Report, the user has the option to email or print the Education Report. Once finished, click the green button that says “Completed”.

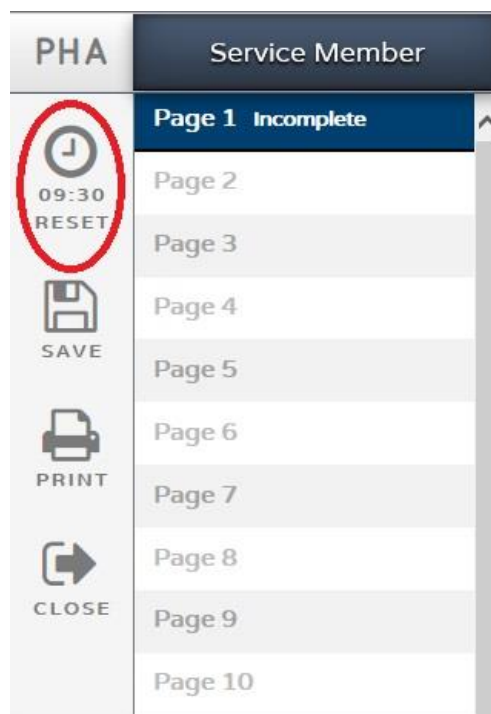


The user will be directed back to the Service Member Welcome page where the Certification Metrics will allow the user to see the progression of certification of each PHA assessment.

## Timer

Each page of the assessment is automatically set with a 10 minute limit. The timer will refresh every time a user navigates from one page to another.

To extend the time allowed, click the timer icon on the side of the Assessment to reset the 10 minute timer if necessary.



## Next Steps

After completing your PHA, contact your local Provider to have your survey certified. Until your survey is both completed and certified, your survey will not be marked as finished and you may still appear as non-compliant.

## Accessing Previous Assessments

A user may access any previous assessment. From the My PHA homepage, select the year of the desired PHA.





All previous assessments will be visible. Select the blue check on the line of the desired assessment.



Only non-certified assessments may be edited. However, previous assessments may be accessed at any time.

## Editing Previous Assessment

Only non-certified assessments may be edited.

Select the year of the desired PHA on the My PHA homepage. All previous assessments will be visible.







Select the blue check or the empty circle above “SERVICE MEMBER” on the line of the desired assessment.







A “Notice” window with the Privacy Act Statement will pop up. Click “Acknowledge” after reading the statement. A “Welcome” window will pop up. After you reading the contents, click “Let’s Get Started”.

If the user has already submitted their survey, a “Notice: Auto-Save Disabled” pop up will remind the user that they have previously submitted their survey. Click “OK” to proceed.

After making any desired changes, click “SAVE” on the left panel before closing. Any changes not saved will not be applied to the assessment.



PHA	Service Member
 09:30 RESET	<b>Page 1 Incomplete</b>
 SAVE	Page 2
	Page 3
	Page 4
 PRINT	Page 5
	Page 6
	Page 7
 CLOSE	Page 8
	Page 9
	Page 10

## Printing Assessment

Select the year of the desired PHA on the My PHA homepage. All previous assessments will be visible.

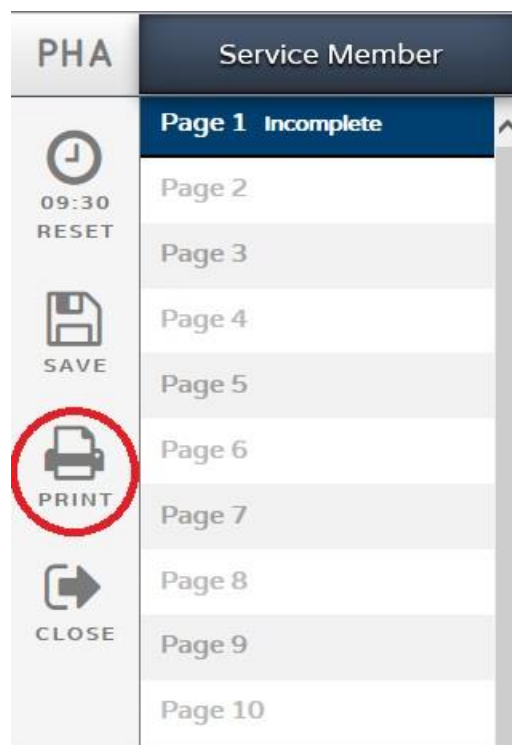


Select the blue check or the empty circle above “SERVICE MEMBER” on the line of the desired assessment.





Click “PRINT” on the left panel.



## Certification Progress



As a user, a Service member has the ability to see the progression of each of their survey's certification. The Certification progression will be visible from the My PHA homepage. If the user has more than one role, click "My PHA" to view the My PHA homepage.

Each survey started will appear on a new line. As each role certifies the assessment, the circle above their name will be filled in and checked. If the circle is blank, that role has not completed the survey.

If the circle above "SERVICE MEMBER" is blank, the Service member has not signed and finished that assessment. The roles Record Reviewer, MHA Provider, and HCP cannot view or certify a Service Member's PHA until that PHA has been signed and finished by the user. When the user has completed an assessment, a blue circle and check mark will appear above "SERVICE MEMBER" indicated that their portion is completed.

## Requesting Access as a Record Reviewer, MHA Provider, or HCP

In order to grant additional roles, the user must first have a PHA User account.





All users requesting Record Reviewer, MHA Provider, or HCP accounts, must provide a SAAR-N form with blocks 1-16b completed and copies of their MHA or equivalent PHA training to the [PHA Help Desk](#).

#### Requirements for Accounts:

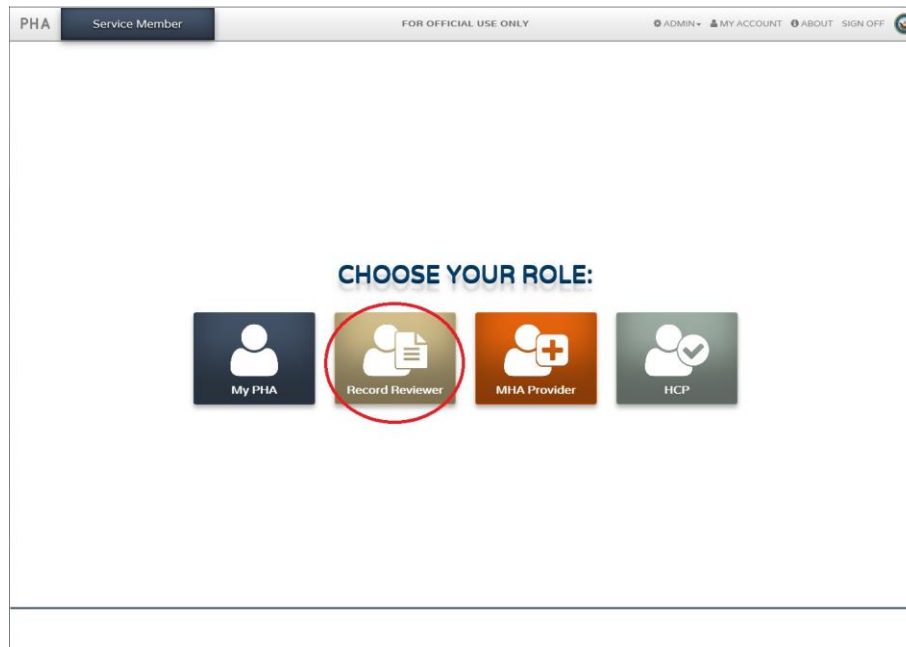
- Record Reviewer – Must have submitted a SAAR with signed permission from their Department Head.
- MHA Provider – Must be a Physician, Nurse Practitioner, Physician Assistant, Advanced Practice Nurse, Independent Duty Corpsman, Independent Duty Health Services Technician, Independent Duty Medical Technician, Special Forces Medical Sergeant, Clinical Psychologist, or Licensed Clinical Social Worker. Must complete their MHA or equivalent PHA training. Must have submitted a SAAR with signed permission from their Department Head.
- HCP – Physician, Nurse Practitioner, Physician Assistant, Advanced Practice Nurse, Independent Duty Corpsman, Independent Duty Health Services Technician, Independent Duty Medical Technician, or Special Forces Medical Sergeant. Must complete their MHA or equivalent PHA training. Must have submitted a SAAR with signed permission from their Department Head.

## Record Reviewer Guide

### Choosing Role

After logging on, choose “Record Reviewer” on the user homepage.





If you have multiple additional roles, you will be able to toggle through your roles at the bottom of the page.

## Finding a Service Member

Search for desired Service member by DOD ID or SSN by clicking the appropriate radio button next to “DOD ID” or “SSN.” Then, enter the DOD ID or SSN in the field and click “Search.”

Search for a service member to get their latest periodic health assessment.

Search By: ☒ DOD ID ☐ SSN

DOD ID:

**SERVICE MEMBER INFO**

DOD ID:

SSN:

First Name:

Middle Name:

Last Name:

**LATEST ASSESSMENT**

January 23, 2017

**CERTIFIED**

☒ SERVICE MEMBER ☒ RECORD REVIEWER ☒ MHA PROVIDER ☒ HEALTH CARE PROVIDER

• 2017  
• 2016



The Service members DOD ID, SSN, first name, middle name, and last name will appear under “SERVICE MEMBER INFO” in the left panel.

Search for a service member to get their latest periodic health assessment.

Search By: ☒ DOD ID ☐ SSN

DOD ID:

**SERVICE MEMBER INFO**  
  
DOD ID:   
  
SSN:   
  
First Name:   
  
Middle Name:   
  
Last Name:

**LATEST ASSESSMENT**  
  
January 23, 2017  
**CERTIFIED**  
  
☒ SERVICE MEMBER ☒ RECORD REVIEWER ☒ MHA PROVIDER ☒ HEALTH CARE PROVIDER

• 2017  
• 2016

In the right panel under “LATEST ASSESSMENT,” the Service member’s most recent PHAs and Certification Metrics will be visible. If they have PHAs from previous years, toggle between years to the right of the Certification Metrics.

Search for a service member to get their latest periodic health assessment.

Search By: ☒ DOD ID ☐ SSN

DOD ID:

**SERVICE MEMBER INFO**  
  
DOD ID:   
  
SSN:   
  
First Name:   
  
Middle Name:   
  
Last Name:

**LATEST ASSESSMENT**  
  
January 23, 2017  
**CERTIFIED**  
  
☒ SERVICE MEMBER ☒ RECORD REVIEWER ☒ MHA PROVIDER ☒ HEALTH CARE PROVIDER

• 2017  
• 2016

If the Service member has not signed and completed their PHA, it will not be visible to the Record Reviewer.



## Record Review

Record Reviewer should not be able to review their own assessment. The system will prevent this from occurring as this is against policy and will result on your account being Locked.

To complete the Record Review section, click the empty circle over “RECORD REVIEWER.”

Search for a service member to get their latest periodic health assessment.

Search By: ☒ DOD ID ☐ SSN

DOD ID:

**SERVICE MEMBER INFO**

DOD ID:

SSN:

First Name:

Middle Name:

Last Name:

**LATEST ASSESSMENT**

January 23, 2017

**CERTIFIED**


☒ SERVICE MEMBER

☐ RECORD REVIEWER

☒ MHA PROVIDER

☒ HEALTH CARE PROVIDER

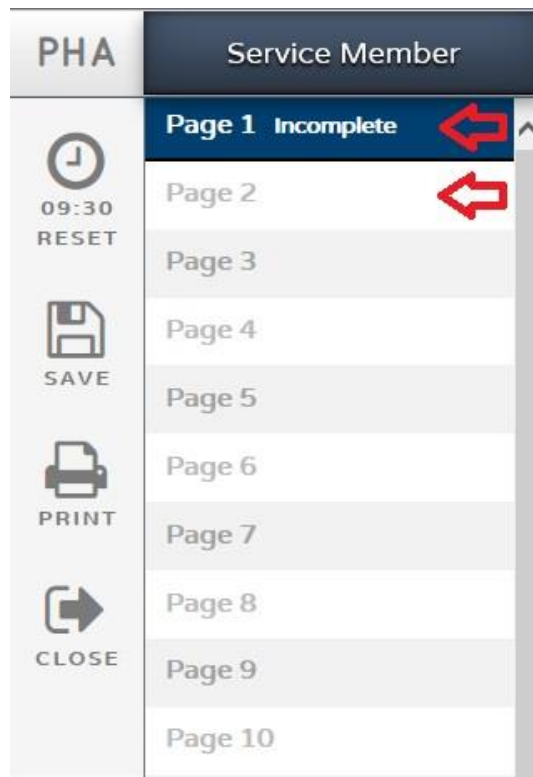
• 2017  
• 2016



Once you open an assessment to review, the assessment is locked to be reviewed by any other Record Reviewer. The Record Reviewer who originally opened the assessment must complete the review.

When all required questions are completed on a page, the “Incomplete” next to the page number will disappear.





Use the arrows at the bottom of the page to navigate through the assessment.

The screenshot shows the PHA Service Member assessment form. The form includes fields for Last Name, First Name, Middle Name, Today's Date, Date of Birth, Confirm that your age is, and Gender. Red circles highlight the left and right navigation arrows at the bottom of the form.





The assessment cannot be submitted while there is an “Incomplete” page. The assessment can be saved and closed at any time.

PHA	Service Member
 09:30 RESET	Page 1 Incomplete
 SAVE	Page 2
 PRINT	Page 3
 CLOSE	Page 4
	Page 5
	Page 6
	Page 7
	Page 8
	Page 9
	Page 10

After you have completely filled in the review portion, click “Go to Review.”

If the assessment is incomplete, a pop up window will state “Review Unavailable.” When the assessment is completely filled out, a pop-up window will state “Proceed to Review?” Click “OK” to go to the review page.

At the top of the page, at the top of the page the options available are “Bottom,” “Print,” and “Close.” Review the information on the review page. If all of the information is correct, click the green button at the bottom of the page that says “Certify and Finish.” If changes need to be made, click the “Close” button to return to the assessment.

A window will pop up that has the user confirm completion of the assessment. To confirm, click “Finish.”

If you have further access, a window will pop up to continue certifying the assessment in your additional role.

Select “Return to Main” to return to the Record Reviewer homepage. Click “Stay on Review” to stay on this assessment review.

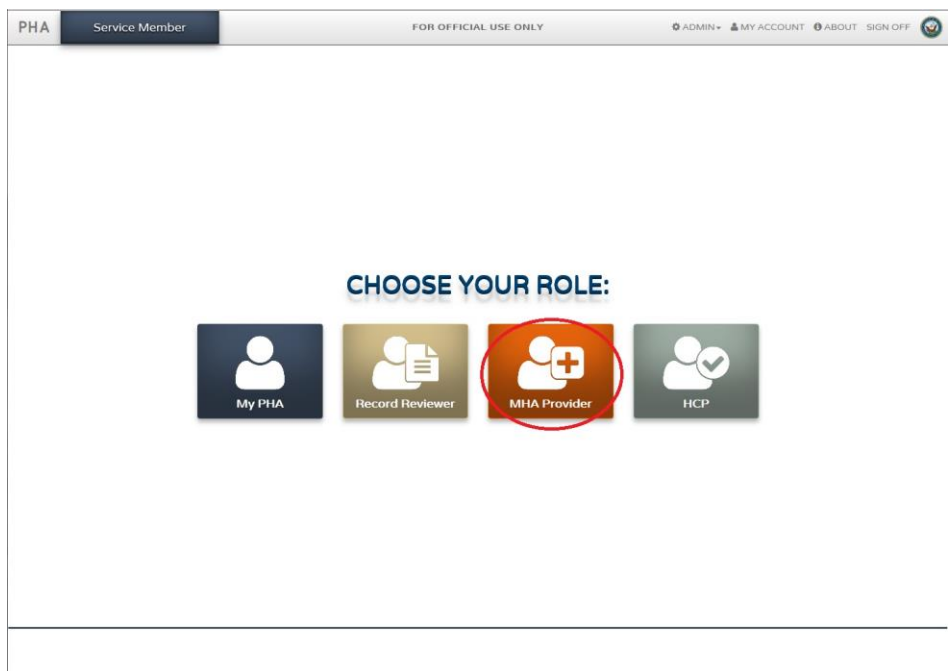


The Certification Metrics will now have a beige circle with a white check mark above “RECORD REVIEWER.”

## MHA Provider Guide

### Choosing Role

After logging on, choose “MHA Provider” on the user homepage. If you have multiple additional roles, you will be able to toggle through your roles at the bottom of the page.



### Finding a Service Member

Search for desired Service member by DOD ID or SSN by clicking the appropriate radio button next to “DOD ID” or “SSN.” Then, enter the DOD ID or SSN in the field and click “Search.”



Search for a service member to get their latest periodic health assessment.

Search By: ☒ DOD ID ☐ SSN

DOD ID:

### SERVICE MEMBER INFO

DOD ID:

SSN:

First Name:

Middle Name:

Last Name:

### LATEST ASSESSMENT

January 23, 2017  
**CERTIFIED**

☒ SERVICE MEMBER

☒ RECORD REVIEWER

☒ MMR PROVIDER

☒ HEALTH CARE PROVIDER

• 2017  
• 2016

Search for a service member to get their latest periodic health assessment.

Search By: ☒ DOD ID ☐ SSN

DOD ID:

### SERVICE MEMBER INFO

DOD ID:

SSN:

First Name:

Middle Name:

Last Name:

### LATEST ASSESSMENT

January 23, 2017  
**CERTIFIED**

☒ SERVICE MEMBER

☒ RECORD REVIEWER

☒ MMR PROVIDER

☒ HEALTH CARE PROVIDER

• 2017  
• 2016

In the right panel under “LATEST ASSESSMENT,” the Service member’s most recent PHAs and Certification Metrics will be visible. If they have PHAs from previous years, toggle between years to the right of the Certification Metrics.



Search for a service member to get their latest periodic health assessment.

Search By: ☒ DOD ID ☐ SSN

DOD ID:

**SERVICE MEMBER INFO**  
  
DOD ID:   
  
SSN:   
  
First Name:   
  
Middle Name:   
  
Last Name:

**LATEST ASSESSMENT**  
  
January 23, 2017  
**CERTIFIED**  
  

☒ SERVICE MEMBER  
☒ RECORD REVIEWER  
☐ MHA PROVIDER  
☒ HEALTH CARE PROVIDER

• 2017  
• 2016

If the Service member has not signed and completed their PHA, it will not be visible to the MHA Provider.

## Certify Assessment

MHA Providers should not be able to review their own assessment. The system will prevent this from occurring as this is against policy and will result on your account being Locked.

To certify a Service member's assessment, click the empty circle over "MHA PROVIDER."

Search for a service member to get their latest periodic health assessment.

Search By: ☒ DOD ID ☐ SSN

DOD ID:

**SERVICE MEMBER INFO**  
  
DOD ID:   
  
SSN:   
  
First Name:   
  
Middle Name:   
  
Last Name:

**LATEST ASSESSMENT**  
  
January 23, 2017  
**CERTIFIED**  
  

☒ SERVICE MEMBER  
☒ RECORD REVIEWER  
☐ MHA PROVIDER  
☒ HEALTH CARE PROVIDER

• 2017  
• 2016



Once you open an assessment to certify, the assessment is locked to be certified by any other MHA Provider. The MHA Provider who originally opened the assessment must complete the review.

When all required questions are completed on a page, the “Incomplete” next to the page number will disappear.

Use the arrows at the bottom of the page to navigate through the assessment.



PHA Service Member FOR OFFICIAL USE ONLY ABOUT SIGN OFF

08:21  
RESET

SAVE

PRINT

CLOSE

GO TO REVIEW

Page 1 Incomplete

Page 2

Page 3

Page 4

Page 5

Page 6

Page 7

Page 8

Page 9

Page 10

Page 11

Page 12

Page 13

Page 14

Page 15

Page 16

Page 17

Page 18

Page 19

Page 20

Page 21

Page 22

Please fill out the following items in order to complete your profile. Once completed, you will be directed to the PHA.

SMI 1. Last Name: \*Required

SMI 2. First Name: \*Required

SMI 3. Middle Name: \*Required

SMI 4. Today's Date: 29/Sep/2016

SMI 5. Date of Birth: 15/Feb/1918

SMI 6. Confirm that your age is 99 \*Required  
☐ Yes  
☐ No

SMI 7. Gender: ☒ Male ☐ Female

Navigation buttons: << < > >>

FOR OFFICIAL USE ONLY

The assessment cannot be submitted while there is an “Incomplete” page. The assessment can be saved and closed at any time.

PHA Service Member

Page 1 Incomplete

Page 2

Page 3

Page 4

Page 5

Page 6

Page 7

Page 8

Page 9

Page 10

09:30  
RESET

SAVE

PRINT

CLOSE

After you have completely filled in your review of the assessment, click “Go to Review.”





If the assessment is incomplete, a pop up window will state “Review Unavailable.” When the assessment is completely filled out, a pop-up window will state “Proceed to Review?” Click “OK” to go to the review page.

At the top of the page, at the top of the page the options available are “Bottom,” “Print,” and “Close.” Review the information on the review page. If all of the information is correct, click the green button at the bottom of the page that says “I certify this Mental Health Assessment process has been completed.” If changes need to be made, click the “Close” button to return to the assessment.

A window will pop up that has the user confirm completion of the assessment. To confirm, click “Finish.”

If you have further access, a window will pop up to continue certifying the assessment in your additional role.

Select “Return to Main” to return to the HCP homepage. Click “Stay on Review” to stay on this assessment review.

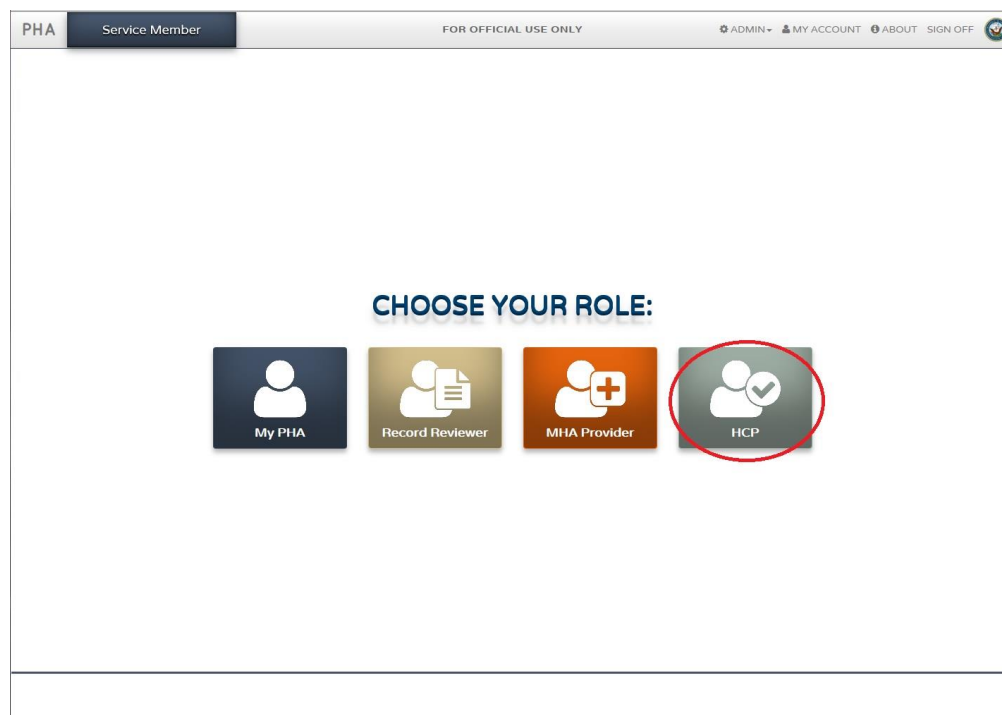
The Certification Metrics will now have an orange circle with a white check mark above “MHA PROVIDER.”

## Health Care Provider (HCP) Guide

### Choosing Role

After logging on, choose “HCP” on the user homepage. If you have multiple additional roles, you will be able to toggle through your roles at the bottom of the page.





## Finding a Service Member

Search for desired Service member by DOD ID or SSN by clicking the appropriate radio button next to “DOD ID” or “SSN.” Then, enter the DOD ID or SSN in the field and click “Search.”

Search for a service member to get their latest periodic health assessment.

Search By: ☒ DOD ID ☐ SSN

DOD ID:

### SERVICE MEMBER INFO

DOD ID:

SSN:

First Name:

Middle Name:

Last Name:

### LATEST ASSESSMENT

January 23, 2017

**CERTIFIED**

☒ SERVICE MEMBER

☒ RECORD REVIEWER

☒ MHA PROVIDER

☒ HEALTH CARE PROVIDER

• 2017  
• 2016



Search for a service member to get their latest periodic health assessment.
 

Search By:
 ☒ DOD ID
 ☐ SSN

DOD ID:
 

Search

SERVICE MEMBER INFO

DOD ID:

SSN:

First Name:

Middle Name:

Last Name:

LATEST ASSESSMENT

January 23, 2017

CERTIFIED

SERVICE MEMBER

RECORD REVIEWER

MMR PROVIDER

HEALTH CARE PROVIDER

2017

2016

In the right panel under “LATEST ASSESSMENT,” the Service member’s most recent PHAs and Certification Metrics will be visible. If they have PHAs from previous years, toggle between years to the right of the Certification Metrics.

Search for a service member to get their latest periodic health assessment.
 

Search By:
 ☒ DOD ID
 ☐ SSN

DOD ID:
 

Search

SERVICE MEMBER INFO

DOD ID:

SSN:

First Name:

Middle Name:

Last Name:

LATEST ASSESSMENT

January 23, 2017

CERTIFIED

SERVICE MEMBER

RECORD REVIEWER

MMR PROVIDER

HEALTH CARE PROVIDER

2017

2016

If the Service member has not signed and completed their PHA, it will not be visible to the HCP.

### Certify Assessment

HCPs should not be able to review their own assessment. The system will prevent this from occurring as this is against policy and will result on your account being Locked.



The HCP certification cannot begin until the Record Reviewer and MHA Provider have both completed their section of the assessment.

To certify a Service member’s assessment, click the empty circle over “HEALTH CARE PROVIDER.”

Search for a service member to get their latest periodic health assessment.

Search By: ☒ DOD ID ☐ SSN

DOD ID:

Search

**SERVICE MEMBER INFO**

DOD ID:

SSN:

First Name:

Middle Name:

Last Name:

**LATEST ASSESSMENT**

January 23, 2017

CERTIFIED

SERVICE MEMBER

RECORD REVIEWER

MHA PROVIDER

HEALTH CARE PROVIDER

Once you open an assessment to certify, the assessment is locked to be certified by any other HPC. The HPC who originally opened the assessment must complete the certification.

When all required questions are completed on a page, the “Incomplete” next to the page number will disappear.

PHA

09:30  
RESET

SAVE

PRINT

CLOSE

Service Member

Page 1 Incomplete

Page 2

Page 3

Page 4

Page 5

Page 6

Page 7

Page 8

Page 9

Page 10



Use the arrows at the bottom of the page to navigate through the assessment.

The screenshot displays the PHA Service Member assessment interface. On the left, a sidebar lists pages from Page 1 to Page 22. Page 1 is highlighted as 'Incomplete'. The main area contains seven sections (SMI 1-7) for profile completion, including fields for Last Name, First Name, Middle Name, Today's Date, Date of Birth, Age confirmation, and Gender. At the bottom of the main area, there are two red circles highlighting navigation arrows: a double left arrow and a double right arrow.

The assessment cannot be submitted while there is an “Incomplete” page. The assessment can be saved and closed at any time.

This screenshot shows the sidebar of the PHA Service Member assessment. The sidebar includes a clock icon with the time 09:30 and a 'RESET' button. Below these are three buttons: 'SAVE', 'PRINT', and 'CLOSE', each with a corresponding icon. The 'SAVE' and 'CLOSE' buttons are circled in red. The main area of the sidebar lists pages from Page 1 to Page 10, with Page 1 marked as 'Incomplete'.



After you have completely filled in your review of the assessment, click “Go to Review.”

If the assessment is incomplete, a pop up window will state “Review Unavailable.” When the assessment is completely filled out, a pop-up window will state “Proceed to Review?” Click “OK” to go to the review page.

At the top of the page, at the top of the page the options available are “Bottom,” “Print,” and “Close.” Review the information on the review page. If all of the information is correct, click the green button at the bottom of the page that says “I hereby certify that the Periodic Health Assessment has been completed.” If changes need to be made, click the “Close” button to return to the assessment.

A window will pop up that has the user confirm completion of the assessment. To confirm, click “Finish.”

A pop up window will give the option to copy and paste the information into AHLTA. To copy and paste, click “Copy/Paste to AHLTA.” A pop up window will ask to give the webpage access to your Clipboard. Click “Allow access.” A pop up window will show all of the information to copy. Click “Copy to clipboard.” The information is now saved in your Clipboard and can be pasted into AHLTA.

Exit from the pop up window when finished pasting into AHLTA by clicking the x in the upper right corner of the pop up.

Select “Return to Main” to return to the HCP homepage. Click “Stay on Review” to stay on this assessment review.

The Certification Metrics will now have a check mark above “HEALTH CARE PROVIDER.”

## PHA Help Desk

[usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-phahelpdesk@mail.mil](mailto:usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-phahelpdesk@mail.mil)

Phone number 757 953 0737

DSN 377





#### POINT OF CONTACT

Navy and Marine Corps Public Health Center

Azad Al-Koshnaw

EpiData Center Department

757.953.0938

[WWW.NMCPHC.MED.NAVY.MIL/](http://WWW.NMCPHC.MED.NAVY.MIL/)

[azad.m.alkoshnaw.civ@mail.mil](mailto:azad.m.alkoshnaw.civ@mail.mil)

